

CIO Memo on Information Discovery

DATE: Monday, Feb. 4, 2008 TO: Center CIOs and Deputy CIOs FROM: Jonathan Pettus
SUBJ: Information Discovery

Today we are beginning an Information Discovery effort that is critical in helping us develop a better understanding of the NASA IT environment. As we move forward with transforming IT to better enable the NASA mission, improve integration and security, and achieve efficiencies, it is critical that a comprehensive, authoritative database of our IT assets serve as a reference point for better IT decision making. This approach is consistent with the strategy for improving IT management approved by the Strategic Management Council

I have considered the concerns voiced by some of you about the effort that will be required to collect this information. In order to partially address this concern, the Information Discovery team has identified leads at each Center, and my office will provide them support with communication materials and events (e.g., a guidance document, a set of questions and answers, weekly teleconferences, contact lists, and a central point of contact to answer questions as they arise).

It is critical that we move forward on this data collection activity in order to support our IT strategic initiatives, including meeting key goals in IT governance, financial management, application portfolio management, and infrastructure management.

I am counting on you to explain to employees the significance and importance of this particular data call, which includes areas such as enterprise architecture, applications, networks, data centers, records management, privacy, and HSPD-12. Some examples are listed below.

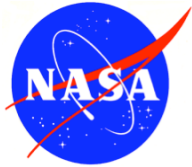
With an authoritative data source, we will be poised to:

- . Build a comprehensive view of NASA's Enterprise Architecture
- . Better understand the applications we use and make better IT investment decisions based on assessments conducted by our customers and architectural community
- . Improve IT security
- . Improve collaboration between Missions and Centers through an enterprise repository of information technology assets and capabilities
- . Decrease the number of data collection requests required in the future

Attached is information about our approach to the Information Discovery data collection effort. If you have questions, please call David Seymour at 256-783-8407.

I appreciate your full and complete support and participation in this critical effort.

Note to Center CIOs: I'm sure we'll have the opportunity to discuss this further at our IT Management Board meeting this week.



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Information Discovery Overview

Background

Recently the Office of the Chief Information Officer (OCIO) made the decision to combine several of its planned 2008 data collection activities into a consolidated data call, named "Information Discovery." This activity will minimize some of the duplication of effort that would have resulted from multiple data calls.

Approach

To facilitate this data collection activity, the OCIO has pre-populated a database and templates in the NASA Application Tracking Tool (NATT), a web-enabled Agency-wide tool for collecting and reporting application meta-data.

Those people supporting Information Discovery will verify existing information, fill in more complete data, and add any missing applications on <https://www7.jsc.nasa.gov/natt/index.cfm>. In addition, people should use NATT to download the templates to complete the required network and data center information and upload completed templates to NATT.

As a separate but related effort, the OCIO asked Center CIOs to provide, by Feb. 8, input about the data call (specifically content of data templates, schedule and process). This input will be considered before beginning Phase 2.

The data collection effort will occur in two phases:

Phase 1 (Feb. 4 – Mar. 14)

Center Enterprise Architects coordinate each Center's data collection activity, providing access and administrative rights to the appropriate resources to review this data and correct inaccuracies, provide missing data, and revise outdated information.

Center Enterprise Architects will notify their Center CIOs when their submittals are completed (no later than **Friday, March 14**). Center CIOs will approve the submittal and notify Chief Enterprise Architect Willard Peters (willard.peters-1@nasa.gov).

Phase 2 (Mar. 17 – Apr. 11)

An Information Discovery team from NASA headquarters will begin visits to Centers, as needed. Team members will collaborate with and provide hands-on support to Centers for such things as validating data and entering any remaining elements to the database. This team will coordinate its Center visits through Enterprise Architects.

Support

The Information Discovery team will hold weekly conference calls to answer questions and respond to issues. The conference calls are scheduled for Thursdays: Feb. 14, 21 and 28 and March 6 and 13. David Seymour will send conference call logistics to Enterprise Architects in an e-mail.

At any time during the data collection process, please contact David Seymour (dseymour@information-dynamics.com) with questions or issues.